MANAGING HIGH FREQUENCY RADIOS, PERSONAL WIRELESS COMMUNICATION SYSTEMS, AND THE MILITARY AFFILIATE RADIO SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

AFI 33-106, 9 January 2002, is supplemented as follows: This supplement applies to all USAFE and supported units operating in our area of responsibility (AOR), regardless of command affiliation, requiring support for land mobile radio (LMR) and cellular telephone (CT). It applies to US Air Force Reserve or Air National Guard units operating in USAFE AOR using our systems. This supplement prescribes USAFE Form 23, **Land Mobile Radio Service Record**. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This revision incorporates Interim Change (IC) 03-1, **Attachment 11 (Added)**. It adds references to Secure Global System for Mobile Communications and Iridium satellite phones. This revision provides guidance on Intrinsically Safe Land Mobile Radio (ISLMR). A bar (|) indicates revision from the previous edition.

4.1. Refer to AFI 33-116, *Long-Haul Telecommunications Management*, for guidance on satellite phones (e.g. INMARSAT). Refer to AFI 33-209 for guidance Secure Global System for Mobile Communications (secure cellular phones) and Iridium satellite phones.

4.4.1. The USAFE PWCS manager is in Ground Radio Systems Section, Mission Systems Branch (HQ USAFE/SCNM).

4.6.4.1. Ensure all quality assurance evaluator (QAE) personnel receive AFMAN 64-108, *Services Contracts*, training through a contracting office before assuming QAE duties.

4.6.9. (Added) All LMR communications networks will use DES Type 2 encryption as a minimum. If equipment is not capable pursue avenues according to the following paragraph. If communications security (COMSEC) materials are not on hand immediately order through COMSEC office as it could take more than 90 days to receive. Develop and maintain detailed base procedures to handle keying, rekeying, lost radios, and user training while using DES encryption.

4.6.9.1. (Added) Prepare unfunded requirement documents with technical solution and costing to take advantage of Anti-Terrorism/Force Protection (AT/FP), end-of-year fall-out, contingency, discretionary, and other funding opportunities. Provide HQ USAFE/SCNM copies which would match small packages of $500K or less, and large packages greater than $500K prioritized into one of four categories:

Phase 1	First Responders (i.e. Security Forces, Medical Group, Commanders, Fire Dept, Explosive Ordinance Disposal)
Phase 2	Operations and Maintenance Nets (i.e. Flying Squadron, aircraft support nets)
Phase 3	Support Nets (i.e. Communications, Civil Engineering Squadron, Transportation)
Phase 4	All Others (i.e. Services)

4.6.9.2. (Added) Through financial plans, dedicate money for the LMR maintenance contract and a smart replacement plan to avoid a huge one time bill and catastrophic LMR failure.

4.7.1. Send electronic copies of appointment letters to **mailto:usafe.scnm@ramstein.af.mil**, HQ USAFE/SCNM, Unit 3325, APO, AE, 09094-3325, Attn: PWCS Manager, within 30 days of appointment.

4.7.2.1. Comply with USAFE architecture and preferred solution for satisfying PWCS/LMR requirements. Organizations may request a written waiver from HQ USAFE/SCNM for unique requirements or applications.

4.7.9. The Base Safety Staff and Base Fire Marshal will coordinate with the Command Safety Staff and Command Fire Marshal on all purchase and use of ISLMRs. The Command Safety Office and Command Fire Marshal must closely scrutinize requirements for ISLMRs and approve only those assets deemed as mission essential (i.e. required by AFI, AFOSH Standards, Fire Protection directives, and command directives). ISLMRs have stringent inspection, maintenance, certification, and recertification requirements. The inspection and maintenance tails impact the base LMR maintenance contract. The Command Safety Office and Command Fire Marshal will cite the applicable reference or directive on the approved AF 3215, IT/NSS Requirements Document and forward a copy to the Base CSO/PWCS Manager.

4.7.9.1. Comply with manufacturer inspection intervals as specified in equipment technical manual. Turn in equipment to IS certified contractor service center or manufacturer Factory Mutual (FM) depot. The PWCS managers will use the LMR Tracking and Reporting System to document inspections and maintenance on ISLMR.

4.7.9.2. (Added) Potential use of ISLMRs includes work in hazardous locations such as confined spaces and near flammable fuels, chemicals, and explosive atmospheres. When initially developed and during annual reviews, Master Entry Plans (MEP) will address (if known), the use of ISLMRs within confined spaces. If ISLMRs are not included on the MEPs, and it is later determined that ISLMRs will need to be used within confined spaces, then the use of ISLMRs in confined spaces must first be coordinated with the installation Confined Space Program Team before they are used in confined spaces.

4.7.9.3. (Added) When an ISLMR is sent in for maintenance, it must be serviced by a manufacturer FM certified service center to maintain its Intrinsically Safe (IS) certification. ISLMR will be sent in for maintenance if the case is cracked, IS certification is compromised, or if the radio has been tampered with.

4.7.9.4. (Added) Local LMR maintenance contractors must receive IS certification from the manufacturer. If the contractor is not IS certified, the ISLMR must be sent to the manufacturer FM depot to maintain its IS certification.

4.7.9.5. (Added) Users/managers may replace ISLMR accessory (i.e. batteries and antennas) provided they are replaced with like-IS accessory (i.e. IS batteries, IS antennas).

4.7.10.3. HQ USAFE/SCNM-identified discrepancies in base-level TRS data will be corrected and forwarded as the USAFE export routine within 30 days of notification.

4.7.13. Excess USAFE PWCS assets will be advertised for redistribution as outlined in **Attachment 10 (Added)**.

4.7.16. (Added) Use USAFE Form 23, **Land Mobile Radio Service Record**, to record all maintenance actions performed on serially numbered LMR assets and then log all maintenance in the appropriate section of the LMR TRS.

4.7.17. (Added) When transferring equipment from one unit to another, it is the gaining PWCS manager's responsibility to obtain a valid frequency assignment before transferring the PWCS assets.

4.7.18. (Added) In conjunction with HQ USAFE/SCNM, develop and maintain a System Life Cycle plan for all PWCS assets. This plan should include TRS replacement data, mission changes, new technologies. (i.e. encryption, trunking, new areas of coverage, Over-the-Air Rekeying [OTAR]).

4.9.2. Pay-as-you-go (prepaid card) cell phones may be used to support urgent cellular telephone requirements when communications services must be responsive and use will be infrequent.

4.9.5. (Added) Use regular telephone (land lines) as a first priority when and where available, since CT services are generally more expensive.

4.9.6. (Added) Use of CT is only for official business. An occasional personal call on a CT can be justified under some circumstances (e.g. call home to inform a spouse of member's whereabouts when delayed by official business or in emergency situations) when access to other reasonable communications (e.g. pay phone) is not available. However, individual must reimburse the government for personal calls that cause the cellular phone bill to exceed its monthly-allotted usage charge. Users who are determined by the unit commanders, designated representative, or CSO as making unreasonable personal calls or fraudulent calls on a CT will be required to reimburse the government for service charges and military personnel are subject to disciplinary action under the UCMJ. Similarly, violations by a civilian employee may result in administrative disciplinary action under AFI 36-704. Personal calls on government cell phone should be the exception, not the rule. (See AFI 33-111, paragraph 25.5, and DOD Directive 5500.7-R, Joint Ethics Regulation, Section 2-301.) Except in emergencies, drivers of motor vehicles will not use CTs while the vehicle is in motion.

4.10.1. FRS devices purchased from US&P sources are not compatible to European specifications and frequency allocations. FRS devices purchase for use in Europe must contain a "CE" (European Community) stamp or pertinent markings that validate European approval. Users must register their frequencies with the installation spectrum management office. Illegal FRS equipment is subject to confiscation.

4.10.1.1. FRS radios may be used by Air Force members and employees of all nonappropriated fund activities (e.g. Services) and some appropriated fund activities, as follows: To communicate with nongovernment users during Air Force-supported or -sponsored community activities, i.e. scouts, Special Olympics, youth activities and sporting events, funeral details for deceased military veterans. In addition, work crews may use FRS radios for administrative purposes when communicating in warehouses, commissaries, base exchanges, billeting areas, and internal coordination. Under no circumstance will FRS radios be permitted for use in controlled areas without express written consent of the installation commander and full compliance with all security directives. Operational use is defined as anything operationally related to daily mission accomplishment (i.e. training, deficiencies, shortfalls, force strength and composition, status reporting).

4.12. All unit commanders are responsible for ensuring their personnel properly purchase all LMRs, cellular telephones, and pagers by following the guidance in the basic instruction and this supplement. All unit commanders will ensure they have procedures in place to ensure their unit's LMR, cellular telephone, and pager assets have been approved by the installation CSO and properly accounted for in accordance with the basic instruction and this supplement.

4.12.1. All unit commanders are responsible for ensuring their personnel manage and operate their CT assets consistent with DoD 5500.7-R, Section 2-301; AFI 33-111; AFI 33-219; AFI 33-106, and this supplement.

4.12.2. Units will accomplish AF Form 3215, **IT/NSS Requirements Document**, or locally developed equivalent to document all CT requirements and must have an approved requirements document before an IMPAC purchase is made. Using organizations will maintain CT records and cost data to support future audits.

4.12.2.2. (Added) Use DES Type 2 encryption on ALL LMR communications, once new equipment is received or once assets are equipped.

4.12.3.2. Tenant organizations are responsible to the host wing commander for control and accountability of their TRS reportable assets managed by the base PWCS manager.

References (Added)

DOD 5500.7-R, *Joint Ethics Regulation*

AFI 33-103, *Requirements Development and Processing*

AFI 33-201, *Communications Security (COMSEC)*

AFI 36-704, *Discipline and Adverse Actions*

AFMAN 64-108, *Services Contracts*

Abbreviations and Acronyms (Added)

AOR—Area of Responsibility

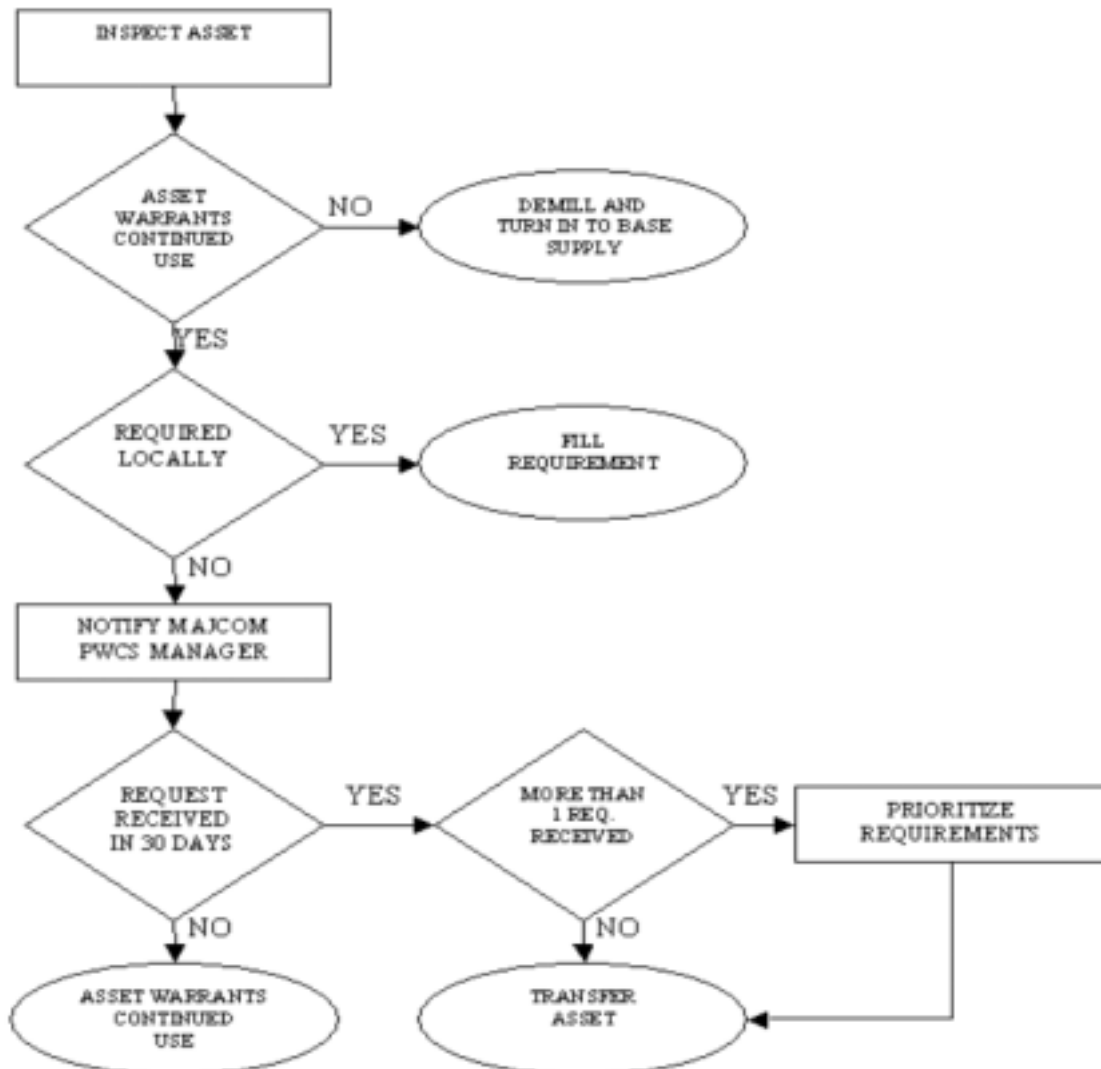**DRMO**—Defense Reutilization and Marketing Office

QAE—Quality Assurance Evaluator

Attachment 10 (Added)

USAFE EXCESS LMR ASSET REDISTRIBUTION PROCESS

A10.1. Redistribution Process. The following figure provides a sample of an excess asset redistribution process.

Figure A10.1. Sample Excess Asset Redistribution Process.

Attachment 11 (Added)

IC 03-01 TO AFI33-106, USAFE SUPPLEMENT 1, MANAGING HIGH FREQUENCY RADIOS, PERSONAL WIRELESS COMMUNICATION SYSTEMS, AND THE MILITARY AFFILIATE RADIO SYSTEM

29 DECEMBER 2003

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DAVID B. WARNER, Colonel, USAF
Director, Communications and Information